

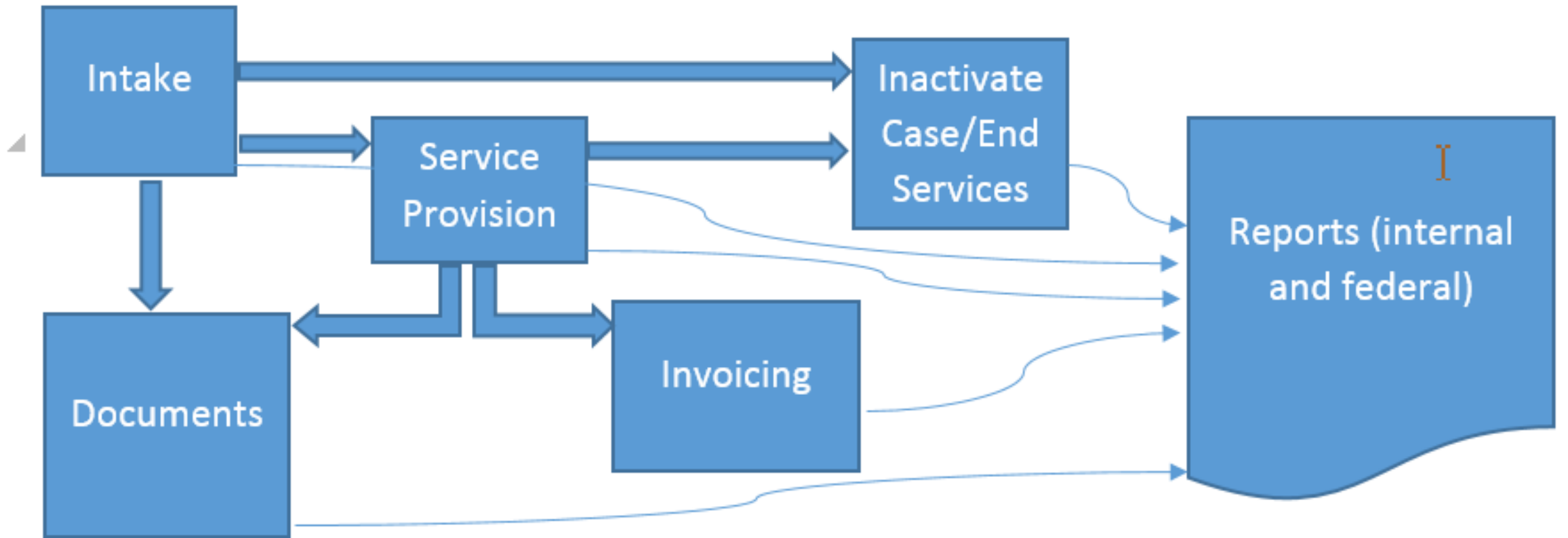
Pre-ETS Vendor Portal Phase 1

Webinar 03-16-2017

Training Materials

- ◆ Several training materials will be made available for your reference:
 - ◆ A detailed Pre-ETS Vendor Portal User Guide
 - ◆ Pre-ETS Azure Registration Login ID instructions
 - ◆ A high-level Vendor Portal Cheat Sheet
 - ◆ Pre-ETS Phase 1 Start-up Instructions (for Contract Leads and Agency Leads)
- ◆ These documents will be updated as new Pre-ETS functionality is added, or existing functionality is changed.

Basic Work Flow



Start-up Activities

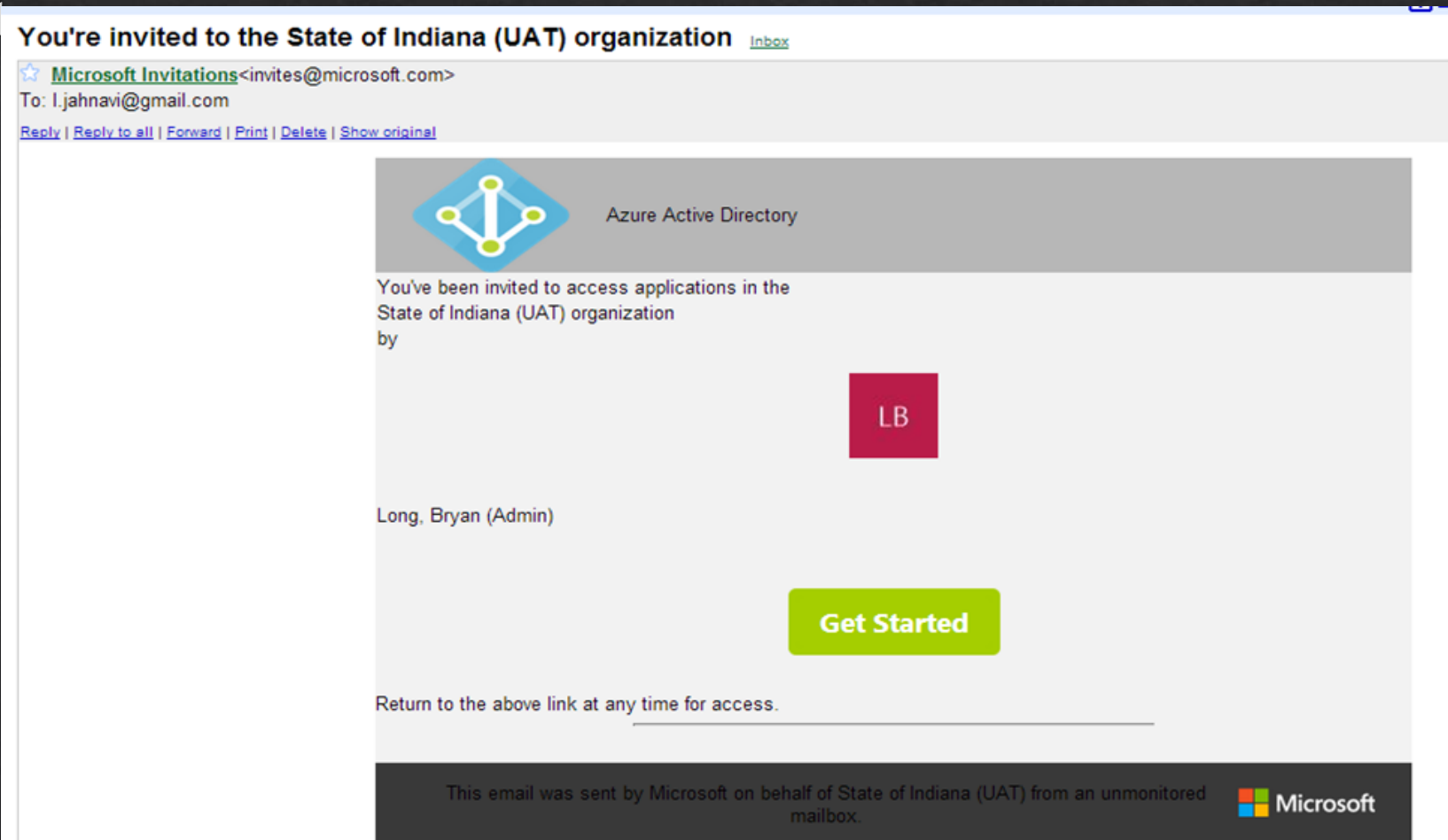
- ◆ Intakes that were sent to VR will already be entered into the system when you login on Friday.
- ◆ Important! Before working on these cases, your Agency Lead and/or Contract Lead needs to assign each of these cases to the appropriate consultant, as all cases were assigned to the Contract Lead by default.
- ◆ Please wait to add Services for these cases (that were already sent to VR) until your Agency Lead or Contract Lead lets you know the transfers are complete and the cases are ready to go.
- ◆ For new Intakes that were *not* sent to VR, you can immediately proceed with entering the Intakes and the service records associated with those new intakes.
- ◆ You may wish to review the cases entered by VR, and to enter any missing data if it is now available (Stated Disability, School, Consumer Email, Parent or Legal Guardian Phone and Email, Emergency Contact Email).

Security Hierarchy

- ◆ Contract Leads can view, update and where allowed, delete records for all consumer cases for all Agencies in their contract. They can also transfer cases across agencies in their contract.
- ◆ Agency Leads can view, update and where allowed, delete records for all consumer cases in their Agency. They can also transfer cases across agencies in their contract.
- ◆ Pre-ETS Consultants can view, update and where allowed, delete records for all consumer cases in their Agency.
- ◆ VR Pre-ETS Administrators have state-wide rights across all consumers, across all contracts.

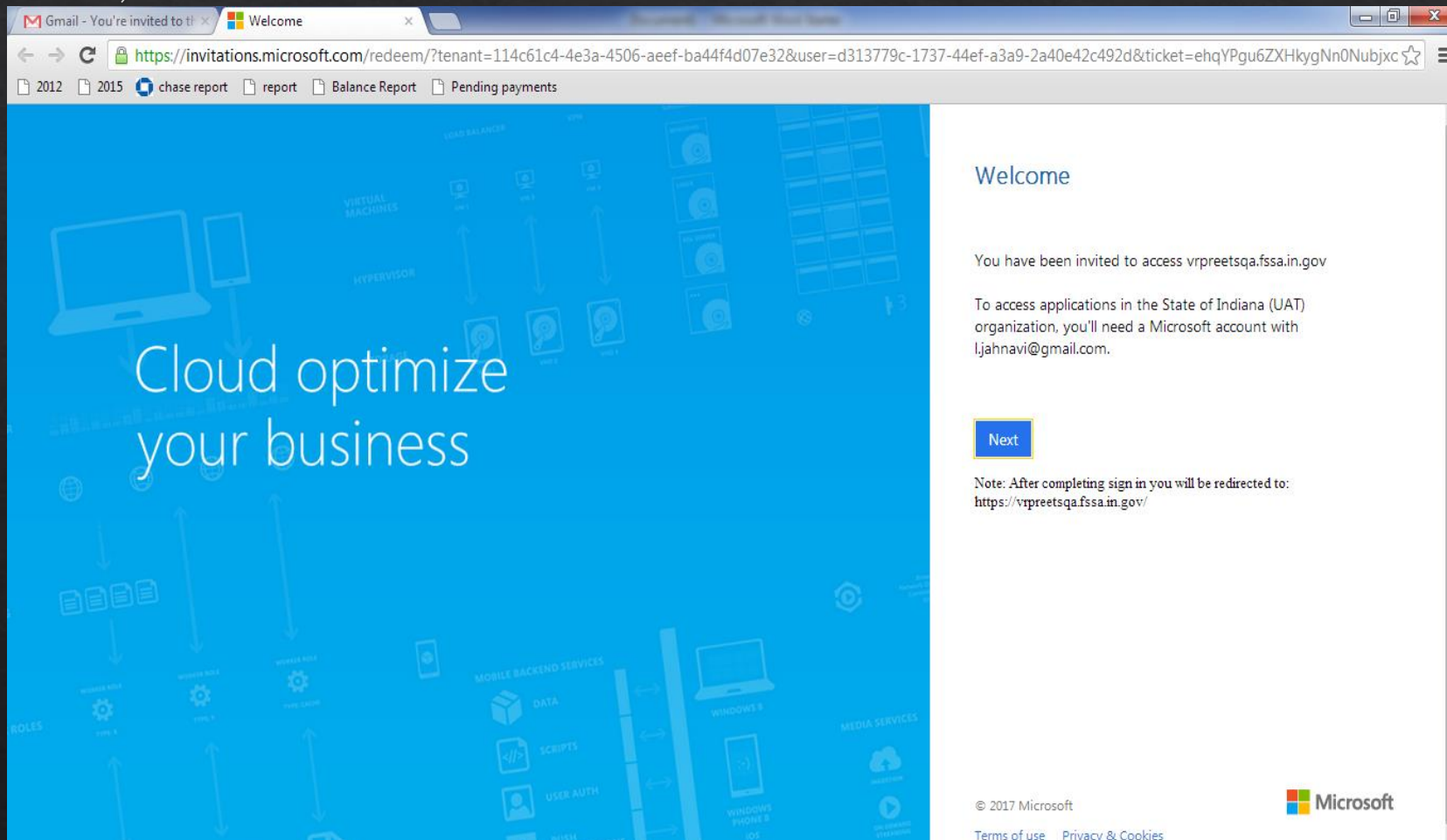
Getting Started - Azure Login Registration

- ❖ Users should receive an email from Microsoft Invitation that looks similar to this except that it might say State of Indiana (Prod) organization rather than (UAT). Click on Get Started



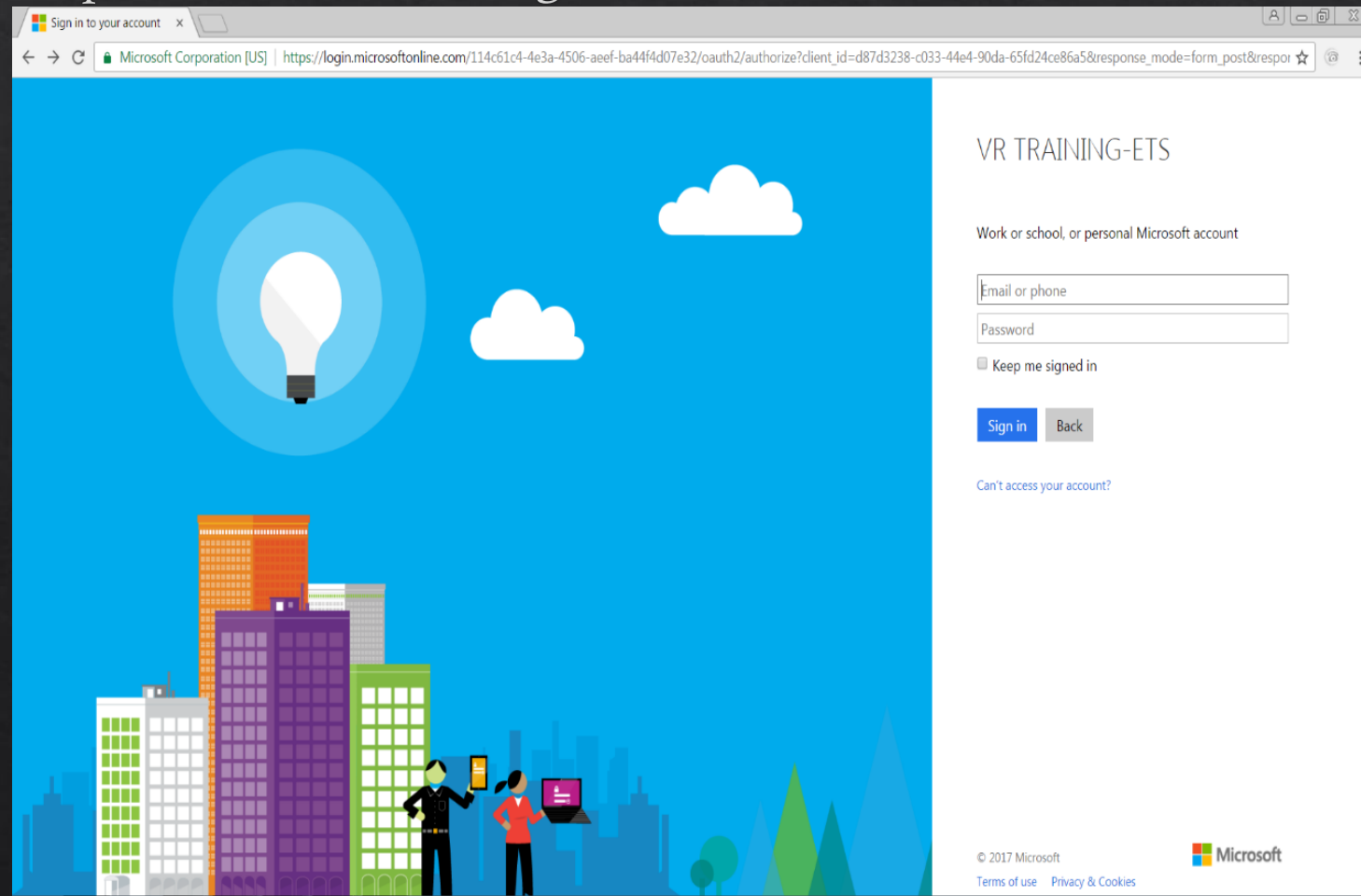
Getting Started - Azure Login Registration (cont.)

- ❖ After clicking get started, you'll be directed to a web page where you can begin registration. Click Next, and follow the instructions.



Getting Started - Azure Login Registration (cont.)

- ◆ You will be prompted for Email and Password. Use the email that was on your registration form. Enter a password and click Sign In.



Acknowledgement and Agreement

- ◆ The first time that you login to the Vendor Portal, you will be prompted to acknowledge that you are an authorized user, and that you will maintain the privacy, confidentiality and security of the data. This is a one-time prompt. After you read this, click I Agree to proceed.

Pre-ETS Vendor Portal (Training)

Laura.Moore@fssa.IN.gov
(Sign Out)

Agreement

This system (Pre-ETS Vendor Portal) is owned by the State of Indiana, and is intended for the exclusive use of authorized individuals in support of pre-employment transition services activities. Anyone knowingly or intentionally accessing State of Indiana or Federal Information resources without authorization or using any information or resource other than for the intended purposes faces potential criminal and/or civil penalties. All system activities may be recorded/monitored.

This system contains personal identifying and confidential information. The privacy, confidentiality and security of this data must be maintained as per FSSA privacy and confidentiality policies. By clicking the "I agree" button below and proceeding into the system, you acknowledge that: you are an authorized user; you will maintain the privacy, confidentiality and security of the data herein; and that said information shall not be shared or disseminated to any person or entity other than in support of authorized Pre-ETS activities.

✓ I Agree

Home Page

Welcome to Pre-ETS Vendor Portal

Search Consumers

[Search »](#)

New Intake

[New InTake »](#)

Services

[Service »](#)

Consumer Search

Pre-ETS Vendor Portal (Training)

Laura.Moore@fssa.IN.gov
(Sign Out)

[Home](#) [Search Consumers](#) [New Intake](#) [Services](#) [Administration](#) [Contact Us](#)

Consumer Search

Type of Search Consumer Name Consumer Status

Contractor Agency Pre-ETS Consultant

Search

[View/Modify Intake](#) [Add/Modify Services](#) [+ Create New Intake](#)

Consumer ID	Consumer Name	Contractor	Pre-ETS Consultant	School Name	County	Consumer Status	Temp SSN
600018	Cruise, Tom	Bona Vista Programs	Summers, Laura	Kokomo High School	Hamilton	In-Service	No
600077	Damon, Matt	Bona Vista Programs	Freeman, Meredith	Eastbrook High School	Hamilton	In-Service	No
600019	Diaz, Cameron	Bona Vista Programs	Summers, Laura	Eastern High School	Hamilton	In-Service	No
600016	Drake, Von	Bona Vista Programs	Summers, Laura	Kokomo High School	Hamilton	In-Service	No
600085	etgfggg, fgggh	Bona Vista Programs	Freeman, Meredith	Eastern High School	Hamilton	Intake	No
600020	Ford, Harrison N	Bona Vista Programs	Summers, Laura	Kokomo High School	Delaware	In-Service	No
600015	JLEight, TestEight	Bona Vista Programs	Freeman, Meredith	Kokomo High School	Hancock	In-Service	No
600014	JLSeven, TestSeven	Bona Vista Programs	Freeman, Meredith		Madison	In-Service	No
600013	JLsix, TestSix	Bona Vista Programs	Rominger, Michael		Hamilton	In-Service	No
600047	last name 123, first name123	Bona Vista Programs	Rominger, Michael		Hamilton	In-Service	No
600044	last, first	Bona Vista Programs	Rominger, Michael		Hamilton	In-Service	Yes
600061	req, qer	Bona Vista Programs	Freeman, Meredith	Northwestern Senior High ...	Hamilton	In-Service	Yes
600082	Statham, Jason	Bona Vista Programs	Freeman, Meredith	Heartland Career Center	Hamilton	In-Service	Yes
600043	test case seq1, first case seq 1	Bona Vista Programs	Freeman, Meredith		Hamilton	In-Service	No
600001	Test Pre-ETS LN, Test Pre-ETS F...	Bona Vista Programs	Rominger, Michael	Eastern High School	Hamilton	In-Service	Yes
600036	Test Test, Test	Bona Vista Programs	Freeman, Meredith		Hamilton	In-Service	No
600083	Test, test45	Bona Vista Programs	Rominger, Michael		Hamilton	Intake	No
600041	Testcase, Emma L	Bona Vista Programs	Freeman, Meredith		Hamilton	In-Service	Yes

1 items per page

Showing 1 to 20 from 20 Consumers.

Grid Results


Pre-ETS Vendor Portal (Training)




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(Sign Out)

Home Search Consumers New Intake Services Administration ▾

Contact Us

Consumer Search

Type of Search	Consumer Name ▾	Consumer Name	Search by Last Name or Last Name, First	Consumer Status	In-Service ▾
Contractor	Bona Vista Programs ▾	Agency	All ▾	Pre-ETS Consultant	All ▾
 Search					

 View/Modify Intake  Add/Modify Services  Create New Intake

Cons...	Consumer Name	Contractor	Pre-ETS Consultant	School Name	County	Consumer Sta...	Temp SSN
600018	Cruise, Tom	Bona Vista Programs	Summers, Laura	Kokomo High School	Hamilton	In-Service	No
600077	Damon, Matt	Bona Vista Programs	Freeman, Meredith	Eastbrook High School	Hamilton	In-Service	No
600019	Diaz, Cameron	Bona Vista Programs	Summers, Laura	Eastern High School	Hamilton	In-Service	No
600016	Drake, Von	Bona Vista Programs	Summers, Laura	Kokomo High School	Hamilton	In-Service	No
600020	Ford, Harrison N	Bona Vista Programs	Summers, Laura	Kokomo High School	Delaware	In-Service	No
600015	JLEight, TestEight	Bona Vista Programs	Freeman, Meredith	Kokomo High School	Hancock	In-Service	No
600014	JLSeven, TestSeven	Bona Vista Programs	Freeman, Meredith		Madison	In-Service	No
600013	JLsix, TestSix	Bona Vista Programs	Rominger, Michael		Hamilton	In-Service	No
600047	last name 123, first name123	Bona Vista Programs	Rominger, Michael		Hamilton	In-Service	No
600044	last, first	Bona Vista Programs	Rominger, Michael		Hamilton	In-Service	Yes
600061	req, qer	Bona Vista Programs	Freeman, Meredith	Northwestern Senior High School	Hamilton	In-Service	Yes
600082	Statham, Jason	Bona Vista Programs	Freeman, Meredith	Heartland Career Center	Hamilton	In-Service	Yes
600043	test case seq1, first case seq 1	Bona Vista Programs	Freeman, Meredith		Hamilton	In-Service	No
600001	Test Pre-ETS LN, Test Pre-ETS FN T	Bona Vista Programs	Rominger, Michael	Eastern High School	Hamilton	In-Service	Yes
600036	Test Test, Test	Bona Vista Programs	Freeman, Meredith		Hamilton	In-Service	No
600041	Testcase, Emma L	Bona Vista Programs	Freeman, Meredith		Hamilton	In-Service	Yes
600042	Testcase2, Emma L	Bona Vista Programs	Freeman, Meredith		Hamilton	In-Service	No

1 items per page

Showing 1 to 18 from 18 Consumers.

Grid Results


Pre-ETS Vendor Portal (Training)




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Home Search Consumers New Intake Services Administration ▾

Contact Us

Consumer Search

Type of Search	Consumer Name ▾	Consumer Name	Search by Last Name or Last Name, First	Consumer Status	In-Service ▾
Contractor	Bona Vista Programs ▾	Agency	All ▾	Pre-ETS Consultant	All ▾
 Search					

 View/Modify Intake  Add/Modify Services  Create New Intake

Cons...	Consumer Name	Contractor	Pre-ETS Consultant	School Name	County	Consumer Sta...	Temp SSN
600018	Cruise, Tom	Bona Vista Programs	Summers, Laura	Kokomo High School	Hamilton	In-Service	No
600077	Damon, Matt	Bona Vista Programs	Freeman, Meredith	Eastbrook High School	Hamilton	In-Service	No
600019	Diaz, Cameron	Bona Vista Programs	Summers, Laura	Eastern High School	Hamilton	In-Service	No
600016	Drake, Von	Bona Vista Programs	Summers, Laura	Kokomo High School	Hamilton	In-Service	No
600020	Ford, Harrison N	Bona Vista Programs	Summers, Laura	Kokomo High School	Delaware	In-Service	No
600015	JLEight, TestEight	Bona Vista Programs	Freeman, Meredith	Kokomo High School	Hancock	In-Service	No
600014	JLSeven, TestSeven	Bona Vista Programs	Freeman, Meredith		Madison	In-Service	No
600013	JLsix, TestSix	Bona Vista Programs	Rominger, Michael		Hamilton	In-Service	No
600047	last name 123, first name123	Bona Vista Programs	Rominger, Michael		Hamilton	In-Service	No
600044	last, first	Bona Vista Programs	Rominger, Michael		Hamilton	In-Service	Yes
600061	req, qer	Bona Vista Programs	Freeman, Meredith	Northwestern Senior High School	Hamilton	In-Service	Yes
600082	Statham, Jason	Bona Vista Programs	Freeman, Meredith	Heartland Career Center	Hamilton	In-Service	Yes
600043	test case seq1, first case seq 1	Bona Vista Programs	Freeman, Meredith		Hamilton	In-Service	No
600001	Test Pre-ETS LN, Test Pre-ETS FN T	Bona Vista Programs	Rominger, Michael	Eastern High School	Hamilton	In-Service	Yes
600036	Test Test, Test	Bona Vista Programs	Freeman, Meredith		Hamilton	In-Service	No
600041	Testcase, Emma L	Bona Vista Programs	Freeman, Meredith		Hamilton	In-Service	Yes
600042	Testcase2, Emma L	Bona Vista Programs	Freeman, Meredith		Hamilton	In-Service	No

1 items per page

Showing 1 to 18 from 18 Consumers.

New Intake

Laura.moore@

New Intake

Consumer Information

Contractor:

SSN:

☐ SSN Not Available

Last Name:

Date of Birth:

Race:

- ☐ White ☐ Black or African American
☐ American Indian or Alaska Native ☐ Asian
☐ Native Hawaiian or Other Pacific Islander ☐ Middle Eastern

Ethnicity(Hispanic/Latino):

☐

School:

Consumer Phone:

Residential Street:

Residential State:

Residential County:

Pre ETS Intake Date:

03/15/2017

☐ Current or Previous VR Applicant

First Name:

Gender:

Stated Disability:

Expected Year of High School Graduation:

CCYY

Student Plan:

Consumer Email:

Residential City:

Residential Zip Code:

New Intake (cont.)

[Mailing Address \(if different from residential address\):](#) ☐

[Parent or Legal Guardian](#)

[Mailing Address \(if different from residential address\):](#) ☒

Mailing Street:

Mailing City:

Mailing State:

Mailing Zip Code:

Mailing County:

[Parent or Legal Guardian](#)

Last Name:

First Name:

Phone :

Email:

☐ Legal Guardian

[Emergency Contact \(Same as Parent or Legal Guardian\):](#) ☐


Last Name:


First Name:


Phone:

Email:

 Save

 Save & Close

 Reset

 Close

Services – Service Search

Service Search

Type of Search	Consumer Name ▾	Consumer Name	Last Name or Last Name, First Name	Service Status	All ▾
Contractor	Bona Vista Programs ▾	Agency	Bona Vista Programs ▾	Pre-ETS Consultant	Freeman, Meredith ▾
Date From	MM/DD/CCYY	Date To	MM/DD/CCYY	Service Category	All ▾

[+ Create New Service](#) [View/Modify Service](#)

[QSearch](#)

Session ID	Service Date	Contractor	Agency	School	Consumer Name	Group	Status
10003	03/15/2017	Bona Vista Programs	Bona Vista Programs	Peru High School	Testingcase, LKM	No	In-Process
10001	03/15/2017	Bona Vista Programs	Bona Vista Programs	Maconaquah High Sc...	IT Intake Test 123, IT ...	No	In-Process

New Service Session

Laura.Moore@

New Service Session

Session Date:

03/15/2017

Contractor:

Bona Vista Programs

Agency:

Bona Vista Programs

Services 0

Consumers 1

Category

Time Spent(minutes)

Activity Notes

+Add Services

Save

Save & Close

Delete

Close

New Service Session - Consumers

New Service Session

Session Date:

03/15/2017

Contractor:

Bona Vista Programs

Agency:

Bona Vista Programs

Services 0

Consumers 1

Consumer ID	Intake Date	Consumer Name	School	Pre-ETS Consultant	
600002	03/15/2017	IT Intake Test 123, IT Intake Tes...	Maconaquah High School	Freeman, Meredith	Remove

1

All items per page

1 - 1 of 1 items

+ Add Consumer

Save

Save & Close

Delete

Close

New Service Session – Consumers (cont.)

Select Consumer(s)

Type of Search	Consumer Name	Consumer Name	Last Name or Last Name, First Name	School	All	Search
Consumer ID	Intake Date	Consumer Name	School	SSN	Agency	
<input type="checkbox"/>	600005	03/15/2017	Testerman, Testy	Kokomo High School	999-95-0041	Bona Vista Programs
<input type="checkbox"/>	600006	03/15/2017	Testperson, Tonya	Peru High School	xxx-xx-2122	Bona Vista Programs
<input checked="" type="checkbox"/>	600007	02/16/2017	Testingcase, LKM	Peru High School	999-95-0042	Bona Vista Programs

Showing 1 to 3 from 3 Consumers.

Ok

Close

New Service Session – Consumers (cont.)

New Service Session

Session Date:

03/15/2017

Contractor:

Bona Vista Programs

Agency:

Bona Vista Programs

Services 0

Consumers 2

Consumer ID	Intake Date	Consumer Name	School	Pre-ETS Consultant	
600002	03/15/2017	IT Intake Test 123, IT Intake Tes...	Maconaquah High School	Freeman, Meredith	✕ Remove
600007	02/16/2017	Testingcase, LKM	Peru High School	Freeman, Meredith	✕ Remove

◀ ◁ 1 ▷ ▶

All items per page

1 - 2 of 2 items

+ Add Consumer

Save

Save & Close

Delete

Close

New Service Session – Services

New Service Session

Session Date:

03/15/2017

Services 0

Consumers 2

Category

Time Spent

Select Service(s)

- ☒ Job exploration counseling
- ☒ Work-based learning experiences
- ☐ Workplace readiness
- ☐ Instruction in self-advocacy
- ☐ Counseling on opportunities for enrollment in postsecondary education

Ok

Close

+Add Services

Save

Save & Close

Delete

Close

New Service Session – Services (cont.)

New Service Session

Session Date:

03/15/2017

Contractor:

Bona Vista Programs

Agency:

Bona Vista Programs

Services **2**

Consumers **2**

Category	Time Spent(minutes)	Activity Notes	
Job exploration counseling	30	testing 123	⊕ Remove
Work-based learning experiences	60	test test test	⊕ Remove

+Add Services

Save

Save & Close

Delete

Close

Service Session - Delete

Service Session Id: 10004 Status: In-Progress

Session Date:

03/15/2017

Contractor:

Bona Vista F

vrpreetstraining.fssa.in.gov says:

Are you sure you want to delete this Service Session?
Caution: Proceeding with Delete will remove this entire session!

☐ Prevent this page from creating additional dialogs.

OK

Cancel

Services 2

Consumers 2

Category	Time Spent(minutes)	Activity Notes	
Job exploration counseling	30	testing 123	Remove
Work-based learning experiences	60	test test test	Remove

+Add Services

Save

Save & Close

Delete

Close

Service Search after New Service Session

Pre-ETS Vendor Portal (Training)

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(Sign Out)

Home Search Consumers New Intake Services Administration ▾

Contact Us

Service Search

Type of Search	Consumer Name ▾	Consumer Name	Last Name or Last Name, First Name	Service Status	All ▾
Contractor	Bona Vista Programs ▾	Agency	Bona Vista Programs ▾	Pre-ETS Consultant	Freeman, Meredith ▾
Date From	MM/DD/CCYY	Date To	MM/DD/CCYY	Service Category	All ▾

+ Create New Service View/Modify Service

Search

Session ID	Service Date	Contractor	Agency	School	Consumer Name	Group	Status
10004	03/15/2017	Bona Vista Programs	Bona Vista Programs	Maconaquah High Sc...	IT Intake Test 123, IT ...	Yes	In-Process
10004	03/15/2017	Bona Vista Programs	Bona Vista Programs	Peru High School	Testingcase, LKM	Yes	In-Process
10003	03/15/2017	Bona Vista Programs	Bona Vista Programs	Peru High School	Testingcase, LKM	No	In-Process
10001	03/15/2017	Bona Vista Programs	Bona Vista Programs	Maconaquah High Sc...	IT Intake Test 123, IT ...	No	In-Process

◀ ◁ 1 ▷ ▶ All ▾ items per page

Showing 1 to 4 from 4 Service Sessions.

Administration – Transfer Case

Pre-ETS Vendor Portal (Training)

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Home Search Consumers New Intake Services Administration ▾

Contact Us

Transfer Case

Type of Search	Consumer Name ▾	Consumer Name	Search by Last Name or Last Name, First I	Consumer Status	All ▾
Contractor	Bona Vista Programs ▾	Agency	All ▾	Pre-ETS Consultant	All ▾

Search

Select All Total Records: 4

	Consumer ID	Consumer Name	Contractor	Pre-ETS Consultant	School Name	County	Consumer Sta...	Temp SSN	
<input type="checkbox"/>	600002	IT Intake Test 123, IT Intake Te...	Bona Vista Programs	Freeman, Meredith	Maconaquah High School	Hamilton	In-Service	Yes	▲
<input type="checkbox"/>	600005	Testerman, Testy	Bona Vista Programs	Freeman, Meredith	Kokomo High School	Howard	Intake	Yes	
<input type="checkbox"/>	600006	Testperson, Tonya	Bona Vista Programs	Freeman, Meredith	Peru High School	Miami	Intake	No	
<input checked="" type="checkbox"/>	600007	Testingcase, LKM	Bona Vista Programs	Freeman, Meredith	Peru High School	Miami	In-Service	Yes	▼

Transfer the case(s) to: Rominger, Michael(Carey Services) ▾ Transfer

Future Phases

- ◆ The phased implementation will include new functionality in each release, such as:
 - ◆ Documents upload
 - ◆ Administration – Inactivate User
 - ◆ Inactivate Consumer Case/End Services
 - ◆ Reports
 - ◆ Invoicing
 - ◆ Administration – Request New User
 - ◆ Administration - VR Pre-ETS Administrative functions
 - ◆ Communications Postings

Questions?



Contact Information:
fssa.pre-ets@fssa.in.gov